

County of Monroe

Contractors' Licensing

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Board of County Commissioners

Mayor George Neugent, Dist. 2
Mayor Pro Tem Nora Williams, Dist. 4
Commissioner Sonny McCoy, Dist. 3
Commissioner Murray Nelson, Dist. 5
Commissioner Dixie Spehar, Dist. 1

WHOM IT MAY CONCERN:

Monroe County, pursuant to Ordinance No. 013-193, will provide reciprocity to Contractors licensed by counties which have entered into a reciprocity agreement with Monroe County. The terms of the agreement with the **County/City** by which you are licensed, along with a local and state laws govern the issuance of reciprocal certificates of competency.

In order for Monroe County to issue you a reciprocal license you will need to provide us with the following:

1. Application: Complete the top half of page 1, sign and notarize page 2.
2. A copy of your current Certificate of Competency from a **county/city** having a reciprocal agreement with Monroe County.
3. A copy of your current State Registration (when applicable)
4. A passport size colored photo. (available at any 1-hour photo)
5. A legible copy of your drivers license.
6. A letter (on **county/city** letterhead) from the **county/city** which issued your Certificate of Competency. That **county's/city's** licensing agency must verify that you are current and active; the requirement criteria for issuing your Certificate in that **county/city**; the institution that administered your exam for the Certificate you hold, the type of exam, whether it was proctored and the grade you received; and whether you have ever been charged with any violations of state or local construction licensing and permitting laws and the outcome of the charges.

The Monroe County Contractors' Examining Board meets the last Tuesday of each month. Your application must be complete and at our office by the third Friday of the month. If all your documents are in order the Board will approve you for reciprocity. If you have any questions please call the above phone numbers.

Mary Tucker/Gwen Leese
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